

INSTRUCTIONS FOR PREPARING A PETROLEUM UNDERGROUND STORAGE TANK REMEDiation, UPGRADE AND CLOSURE FUND APPLICATION

(June 2004)

The New Jersey Department of Environmental Protection has prepared these instructions to assist you in completing a Petroleum Underground Storage Tank Remediation, Upgrade and Closure Fund (UST Fund) application for financial assistance. The Department recommends that you review this document in its entirety before completing the UST Fund application. Incomplete and/or incorrect applications will delay the processing of a financial assistance request.

- Date the application in the space provided.
- Indicate your applicant status: Homeowner, Business, Public Entity, Non-Profit Organization, Volunteer Fire, Ambulance, First Aid, or Emergency/Rescue Company or Squad.
- Provide the total amount of funding that is being requested.

QUESTION 1 Enter the APPLICANT'S name, address, phone and fax numbers. The applicant is the owner or operator of the tank(s). For homeowners: Provide the Social Security Number for the owner of the primary residence. For businesses: Provide the EIN and SIC/NAICS designations.

QUESTION 2 Enter the CONTACT PERSON name, title, address, phone and fax numbers. The contact person is the person whom NJDEP will contact if there are any questions regarding the UST Fund application.

QUESTION 3 This question is for Homeowner applicants only. Homeowners requesting financial assistance from the UST Fund must enter into a residential property Memorandum of Agreement (MOA) with the Department. The MOA is an agreement that allows the Department to collect oversight costs for the time the Department spends overseeing a cleanup. A copy of the executed MOA should be provided with the application, if available. Questions regarding the MOA process and requests for copies of the MOA should be directed to Ralph Downs, NJDEP Bureau of Risk Management, Initial Notice and Case Assignment at 609- 292-2015.

QUESTION 4 List the site name and property address where the tank(s) to be remediated or closed is located. Also indicate whether this is the applicant's primary residence.

QUESTION 5 If available, provide the name of the NJDEP case manager and the program assigned to your site. Also list the case number (also known as the incident number). A case/incident number is provided by the NJDEP Hotline when a discharge is reported.

QUESTION 6 This question is not applicable to homeowners. Provide the total number of all petroleum underground storage tanks that the applicant owns and/or operates in the State of New Jersey. The size of each tank must also be provided. Indicate if any of these tanks are regulated and currently registered. For any underground storage tank requiring registration, provide the NJDEP registration number. If you are unsure if a tank needs to be registered, or if a tank must be registered but is not, please contact the NJDEP Registration and Billing Unit by calling 609-633-1464 for assistance.

QUESTION 7 Indicate the ONE category that applies to the tank activity conducted or to be conducted. Category 1 is for cases in which a discharge from an Underground Storage Tank poses a threat to a drinking water source. Category 2 is for the closure of Federally regulated tanks. Category 3 is for the upgrade of a State regulated tank under the Heating Oil Extension Program. Category 4 is for the closure of a State regulated tank. Category 5 is for homeowners who have a leaking underground storage tank that requires cleanup of a discharge. Category 6 is for remediation required for a State of Federally regulated tank following closure.

QUESTION 8 All applications must include a proposed scope of work and cost estimate(s). The Department strongly recommends that at least three competitive bids be obtained to ensure that actual costs incurred are reasonable and consistent with fair market practices. The UST Fund will only cover reasonable costs for necessary work activities performed.

QUESTION 9 Homeowners applying for GRANTS must have a NJ taxable income of less than \$200,000 and a net worth, exclusive of their primary residence and pension, of less than \$200,000. Businesses applying for GRANTS must have a net operating income before taxes of less than \$200,000 and a personal net worth, exclusive of their primary residence and pension, of less than \$200,000. Businesses will be considered for conditional hardship GRANTS only for that portion of eligible project costs that the applicant cannot reasonably repay if awarded as a loan. Ability to repay a loan will be based on the cash flow of the applicant's business, the applicant's taxable income and the applicant's personal and business assets. A signed and notarized NJDEP UST Fund Grant Certification must be returned with the completed application. A copy of this form is included in the application package. Questions regarding financial matters should be directed to the NJEDA at (609) 341-2723.

QUESTION 10 All applicants must return a signed and notarized NJDEP UST Fund General Certification with the completed application. A copy of this form is included in the application package.

QUESTION 11 Insurance coverage is the primary coverage for underground storage tank upgrade, closure and/or remediation costs. All applicants must file a claim with their insurance company before submitting an application to the UST Fund. Copies of all notices of claims filed and/or copies of claim denial letters must be attached to the application. The applicant must list the UST Fund as a beneficiary for any monies received by the applicant through the Petroleum Underground Storage Tank Remediation, Upgrade and Closure Fund.

QUESTION 12 To facilitate the processing of applications, the UST Fund requires that ONE original and TWO copies of the application and supporting documentation be provided to the NJDEP.

QUESTION 13 All completed applications should be mailed to the NJ Department of Environmental Protection, Bureau of Contract and Fund Management, UST Fund Program, PO Box 413, Trenton, New Jersey, 08625-0413.